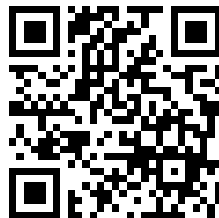

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Columbia University
SCHOOL OF LIBRARY SERVICE
Library

Unit filing cabinets in wood



Library Bureau

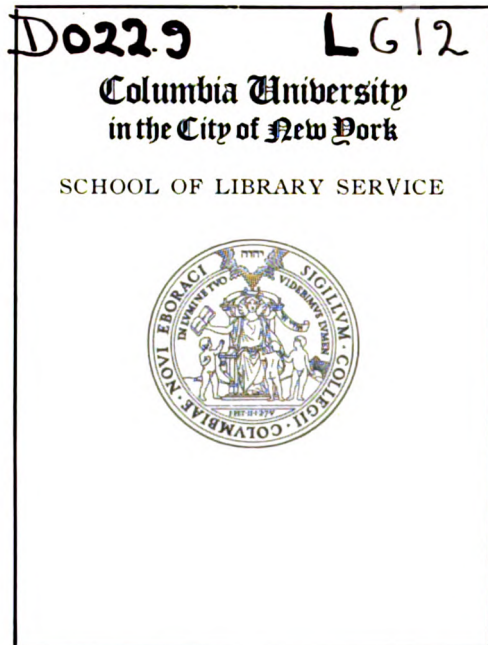
Card and filing
systems



Founded 1876

Filing cabinets
wood and steel

Division Rand Kardex Bureau
Tonawanda, N. Y.

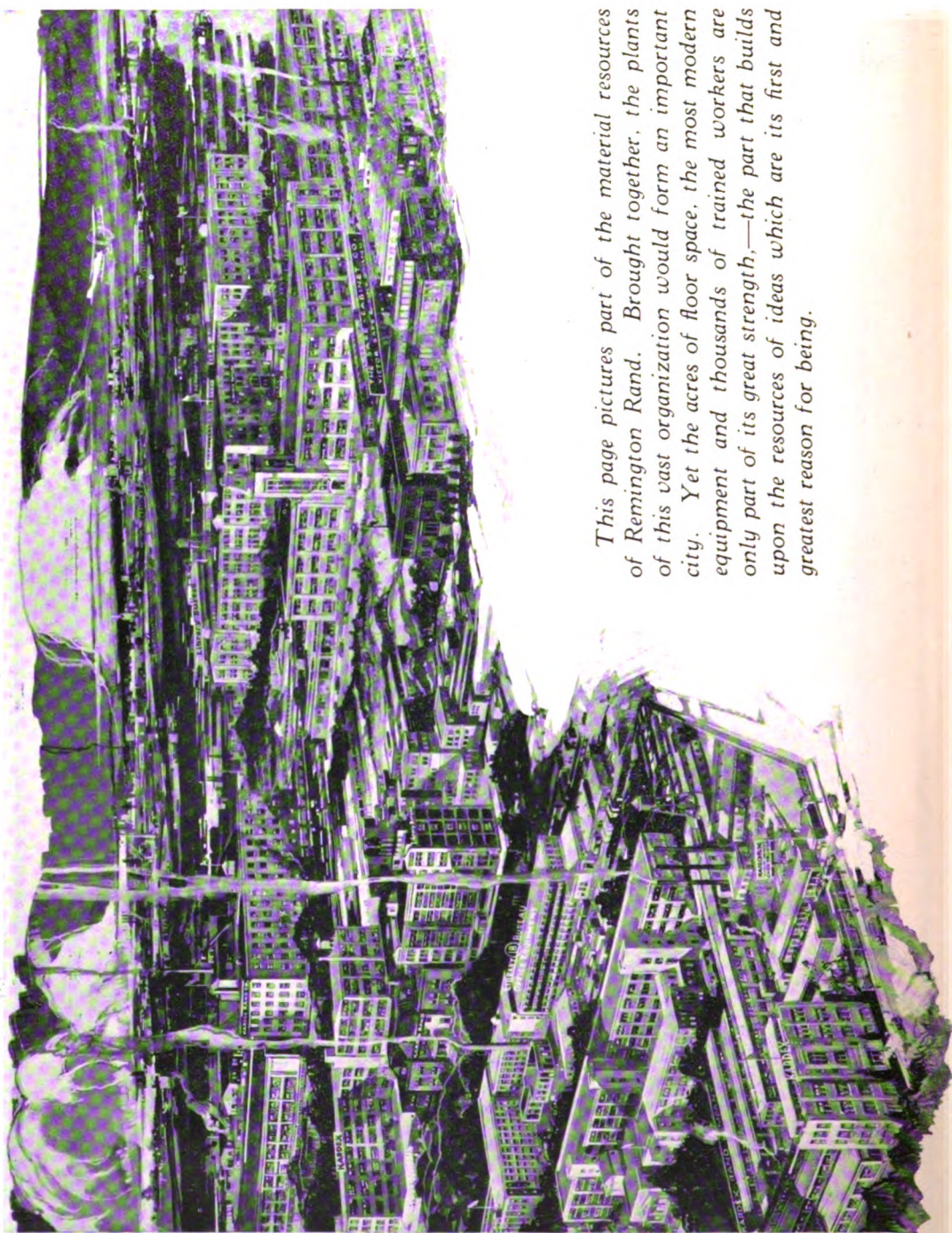


Unit filing cabinets in wood

Library Bureau



Division of
REMINGTON RAND
TONAWANDA, N. Y.



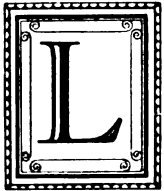
This page pictures part of the material resources of Remington Rand. Brought together, the plants of this vast organization would form an important city. Yet the acres of floor space, the most modern equipment and thousands of trained workers are only part of its great strength,—the part that builds upon the resources of ideas which are its first and greatest reason for being.

S.L.S.

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L 612

Unit filing cabinets in oak and mahogany



LIBRARY BUREAU, established in 1876, originated the card system and the vertical file, and developed them. To-day these features are as necessary to the transaction of business as the telephone and the typewriter.

Every card record and filing system requires these three parts,—cards or folders, guides, and a cabinet for housing the cards or folders. Not the least important of these is the cabinet.

The smooth-working L. B. vertical file of to-day, with all its conveniences and refinements, is a long way ahead of the first crude but practical L. B. card tray. Results in the way of improvements have been achieved, step by step, in the forty-eight years' experience which L. B. has had in dealing with card and filing problems in every kind of business, public service, and government work.

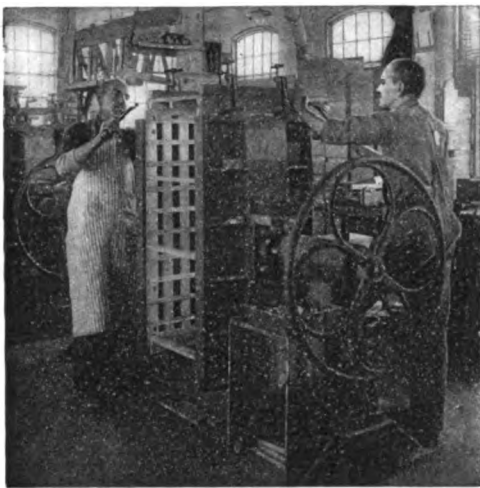
The card and filing cabinets described and illustrated in the following pages are the product of Library Bureau's modern wood-working factories. They represent the highest type of construction and workmanship, and are built to carry out the idea embodied in the system they serve.

This product is not merely a commodity, but a component part of a practical working system, another instance where L. B. has been in the lead in organizing and developing.

Library Bureau cabinets are built to deliver unvarying, perfect service, not for a limited time, but through years of severe, daily use. Cabinets in use for years attest this fact.

Drawers constructed to make the handling of records easy, progressive extension slides to make the drawers run smoothly, followers to keep the folders and cards in correct working position,—all the *know-how* acquired from more than two score years' experience is combined in these cabinets.

Vertical unit cabinets—L. B. Standard



Specially constructed press where units are mechanically forced together

Lumber

ONLY the highest grade lumber is used in the construction of Library Bureau unit cabinets. All the oak is of the highest quality white oak, quartered to give the best figure. This is the only oak which will finish satisfactorily to L. B. standards. Genuine mahogany is carefully chosen for color and figure. The other woods used are birch and poplar with chestnut for core stock. Birch, carefully selected, is used for drawer construction and other interior parts. Poplar of the best yellow stock is used in the framework of the units.

Seasoning

All lumber is scientifically seasoned, both by air and thorough kiln-drying, reducing to a minimum the tendency to shrink or swell.

Construction

Library Bureau vertical unit cabinets are made of uniform height, 51 1/2 in., and depth, 27 in., and vary in width according to the size of the drawers contained in the unit. Any number or arrangement of units may be obtained in one row and any combination changed at will. The initial unit has removable ends which are bolted to the sides of the unit through the inner frame by means of heavy wing bolts screwed into threaded brass bushings from the inside.

To add new units, one end of the original cabinet is unbolted and taken off, the new unit being put in place with a separator, as shown on next page, and bolted together.

The end from the original unit is then bolted to the last section, making one complete cabinet. A simple wrench provided with each cabinet is the only tool necessary.

The separator supplied with each additional unit takes up any unevenness and makes a perfect joint.

Sectional leg bases with glass feet are an exclusive Library Bureau feature. They are sanitary and durable. Mopping disintegrates the enamel on steel feet, causing corrosion and discoloration—the rust staining a marble or tile floor.



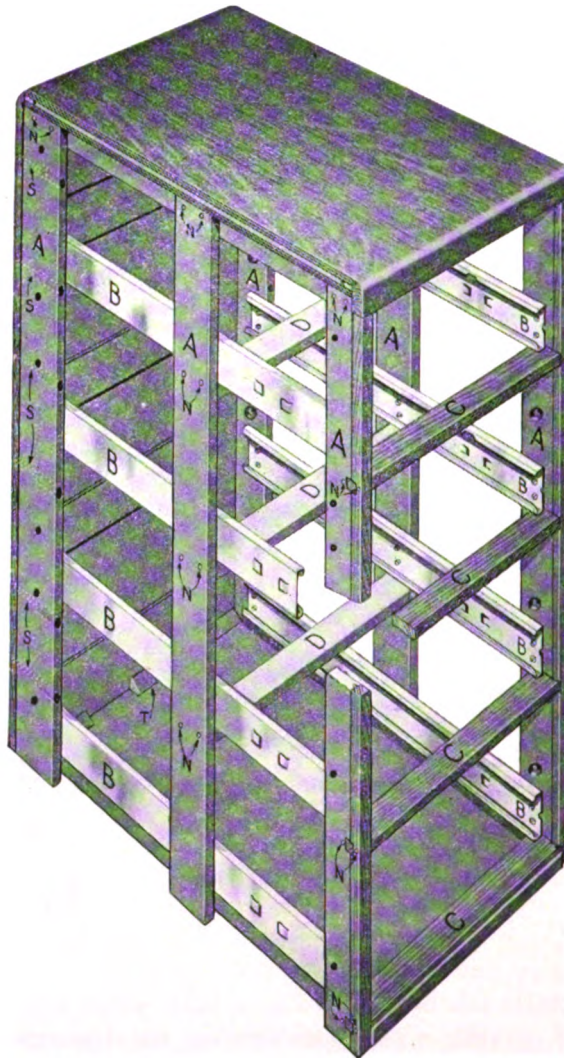
L. B. Unit cabinets can be arranged in a long, single row or divided into different groups, serving as partitions between the departments of an office. Any number of units form a cabinet as complete and strong as though made in one piece. All joining mechanism is entirely concealed within the cabinet.

The shell of the unit is assembled in a press, where all parts are mechanically forced together

While held in a specially constructed press, the parts are screwed (S), nailed (N), and thoroughly reinforced in the angles with glue blocks (T), producing that absolute uniformity necessary for a perfect working cabinet.

Skeleton up-rights (A) of poplar form the ends of the cabinet. The front upright is surfaced with quartered oak on the front edge.

The finished paneled back is fastened both by gluing and by screws (S) located in counter-sunk holes in the rear up-rights.

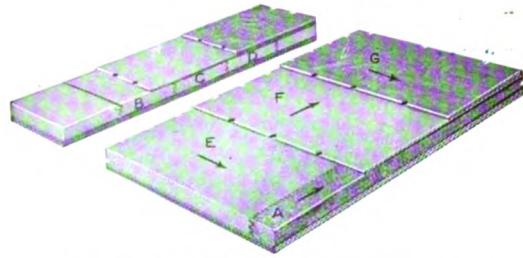


Front horizontal braces (C) are fastened to the front up-rights by square mortise and tenon joints carefully nailed and glued, giving extreme rigidity.

Center horizontal braces (D) are carefully nailed to the center up-rights and keep the spacing in width correct, giving a smooth-running drawer.

The construction described above and on the succeeding page produces an absolutely rigid frame, having the maximum structural strength to guarantee perfect operation of the drawers under severest conditions. It insures the drawer openings to be perfectly square and to remain true, without which features the effectiveness of the unit is lost.

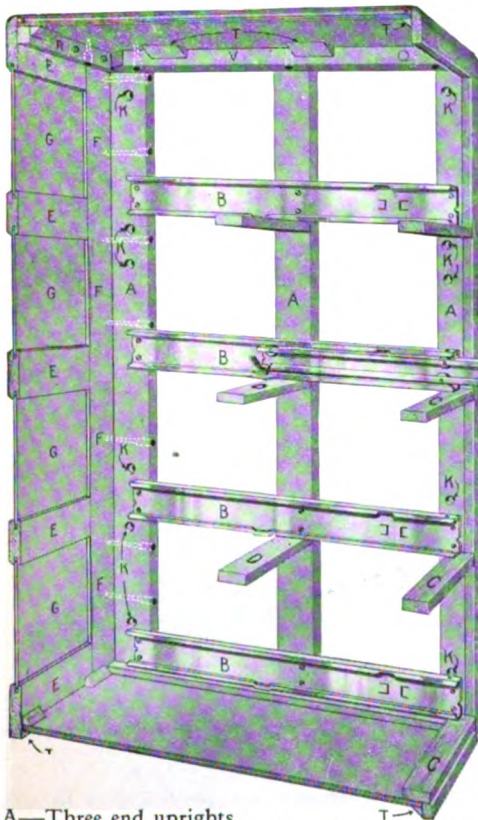
The top is built 5-ply. The core is made of chestnut with the grain running from front to back. The binders are made of gumwood and are glued to this core with the grain running cross-wise. These are covered both top and bottom with another ply, using quarter-sawn white oak veneer on the top. The grain of these outer plies runs from front to back as in the chestnut core. This construction prevents shrinking, swelling, or warping.



Section of 5-ply top with upper veneers removed to show construction

A—Oak Strip
B—C—D—Chestnut Core Laminated
E—Chestnut Core
F—Transverse Binder
G—Quartered Oak Face

The chestnut core has an oak strip at the front edge to provide a good glueing surface to receive the facia. This arrangement, together with the glue blocks (T) at the front, and the rear cleat (R) at the rear, insures perfect glued joints between the top and the back, which will be permanent.



A—Three end uprights
B—Four horizontal steel channels or case slides
C—Front horizontal braces
D—Center horizontal braces
K—Points at which the units are fastened together
X—The extension slide runs in case slide B

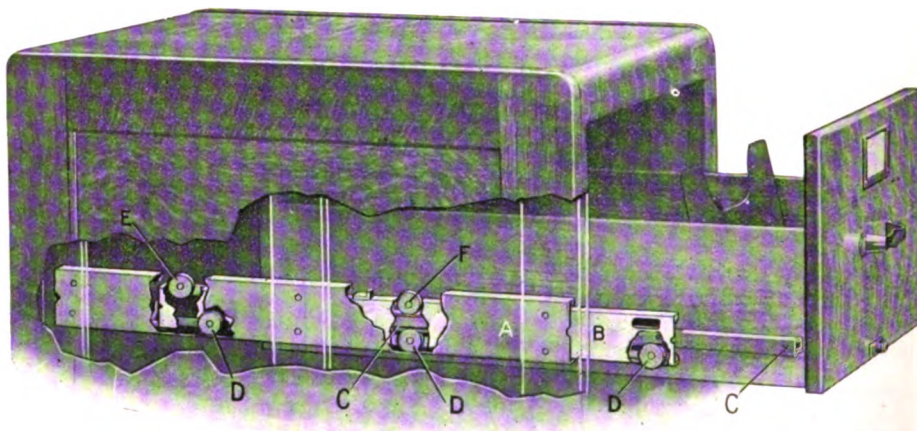
The rear cleat (R) is securely glued and screwed to both the top and the back. The side cleats (V) are glued and screwed to the top, also glued and nailed to the tops of the uprights. They are reinforced by glue blocks.

The finished paneled back has the rails or horizontal members (E) tenoned into the stiles or vertical members (F). The 3-ply panels (G) are framed about with a simple non-dust-catching cope.

The channeled horizontal framing members (B) are securely screwed to the uprights (A) to give the maximum strength and rigidity to the construction. The horizontal members are the case slides, the number depending on the number of drawers in the unit.

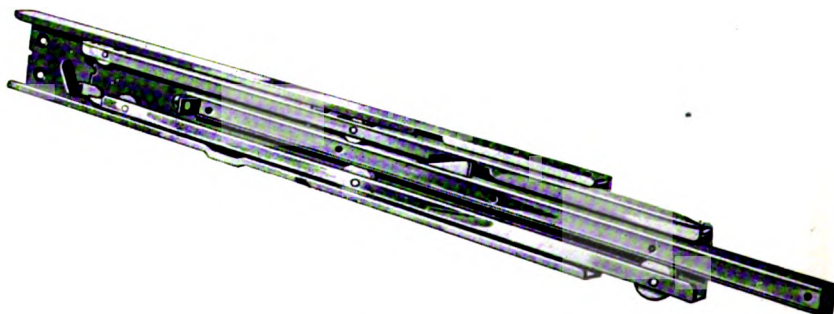
The sides of the 3-ply dust bottom engage in grooves in the bottom cleat, the front is nailed to the bottom brace, and is further held by glue blocks (T). The rear is glue-blocked.

The unit has a practically frictionless, progressive extension slide, giving complete suspending support to the drawer even when pulled out to its fullest extent.



Drawer slides (C) securely screwed to the sides of the drawer run between the rollers on the extension slides (B).

The extension slide (B), which operates in the case slide (A), carries five rollers. As the extension slide is the crucial point in the operation of the drawer, it is made of channeled steel, strong enough to stand the hardest usage. There are four large wheels (D) and (E). (F) is a small wheel which acts through compression on the drawer slide (C) and causes progressive movement of the extension slide.



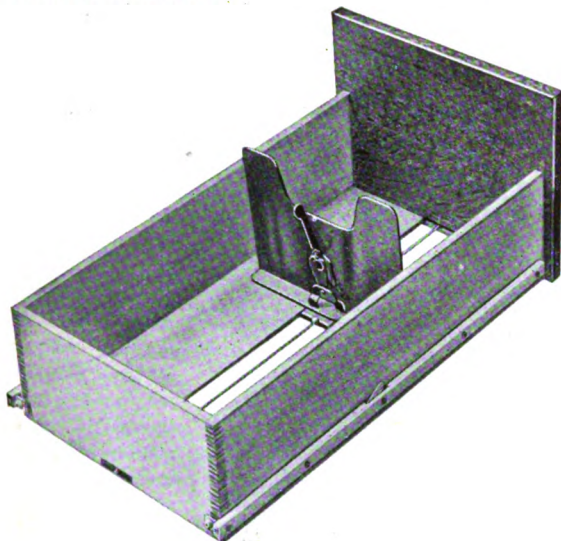
An indentation at the bottom of the case slide engages with a wheel of the extension slide, forming a pocket for it and overcoming the rebound of the drawer, so that when a drawer is pushed in it stays closed.

A simple and effective device for stopping the drawer overcomes any possibility of its accidental removal. Yet the drawer may be easily removed from the case by pulling it out its full length and releasing the catches which are located on each drawer slide.

Drawers can be replaced in the case most easily when the extension slides are pushed in. A distinctive feature is that the drawers will either enter properly into the extension slides, or not at all. It is fool-proof in this respect.

VERTICAL UNIT CABINETS—L. B. STANDARD

Drawers are equipped with heavy steel followers which permit ample adjustment by an absolutely positive clutching mechanism. The follower will not work forward or backward when the drawer is slammed.



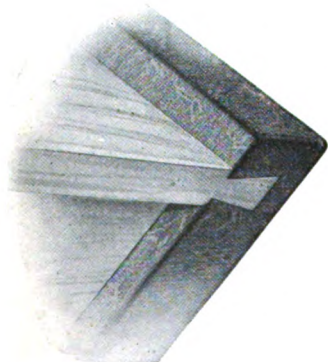
The follower compresses at the bottom. Since correspondence slumps down and is more bulky at the bottom of the drawer, the pressure must be at this point. It is impossible for papers to get between the follower and the bottom of the drawer.

The bottoms are birch, so glued and nailed as to allow a reasonable swelling or shrinking under unfavorable climatic conditions.

The back is birch, dove-tailed at the corners.

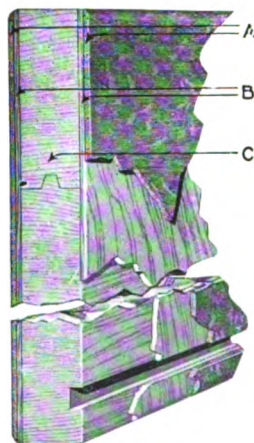
A depressed rod holds the guides in place.

The sides are birch, wedge tenoned into the drawer front, giving the greatest strength of construction.



Showing wedge tenon construction

The drawer head is of 5-ply construction. The core (C) is of solid wood—either oak or mahogany—with the grain extending horizontally. This is crossbanded on each side with plies (B) whose grain extends vertically. This in turn is covered on the front with a ply (A) of quarter-sawn white oak veneer or mahogany, and on the back with another ply, both having the grain running horizontally. This construction prevents a drawer head from warping, due to climatic conditions.



The finish consists of:

- (a) Filling and staining. L. B. light oak finish is secured by a specially prepared combination filler and stain. This is first padded into the pores of the wood using the palm of the hand, rubbing crosswise with the grain until the wood is completely filled.
- (b) Shellacking. One coat of best-grade shellac.
- (c) Varnishing. Two coats of best-grade varnish for the purpose. Between coats the cabinet is sanded with the fine polishing paper. The final coat is hand rubbed with pumice and oil to the standard L. B. eggshell gloss.

The drawer will come out of the shell its full length, permitting direct access to the rear contents. When pushed in it will not rebound. Both are unique Library Bureau features.



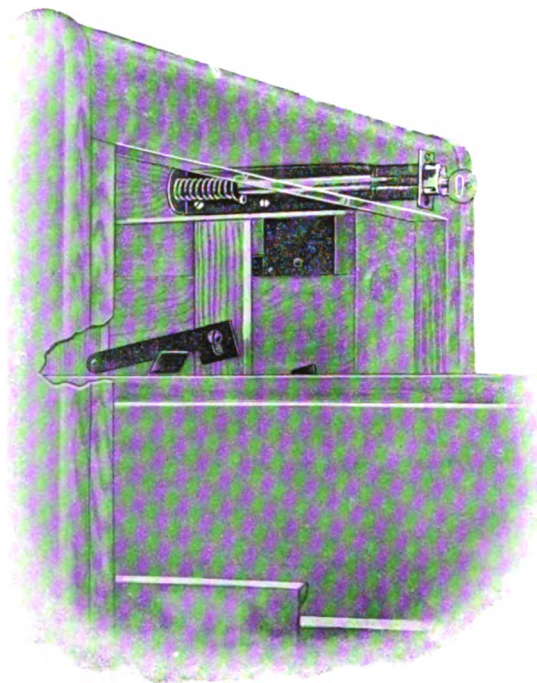
Actual tests have proved that the drawers and slides are made strong enough to carry a maximum of correspondence through many years of service.

The hardware is solid bronze—not wrought, stamped, or thin-plated metal—with the lacquer baked on.

VERTICAL UNIT CABINETS—L. B. STANDARD

An unlocked unit can be detected by the outstanding lock cylinder.

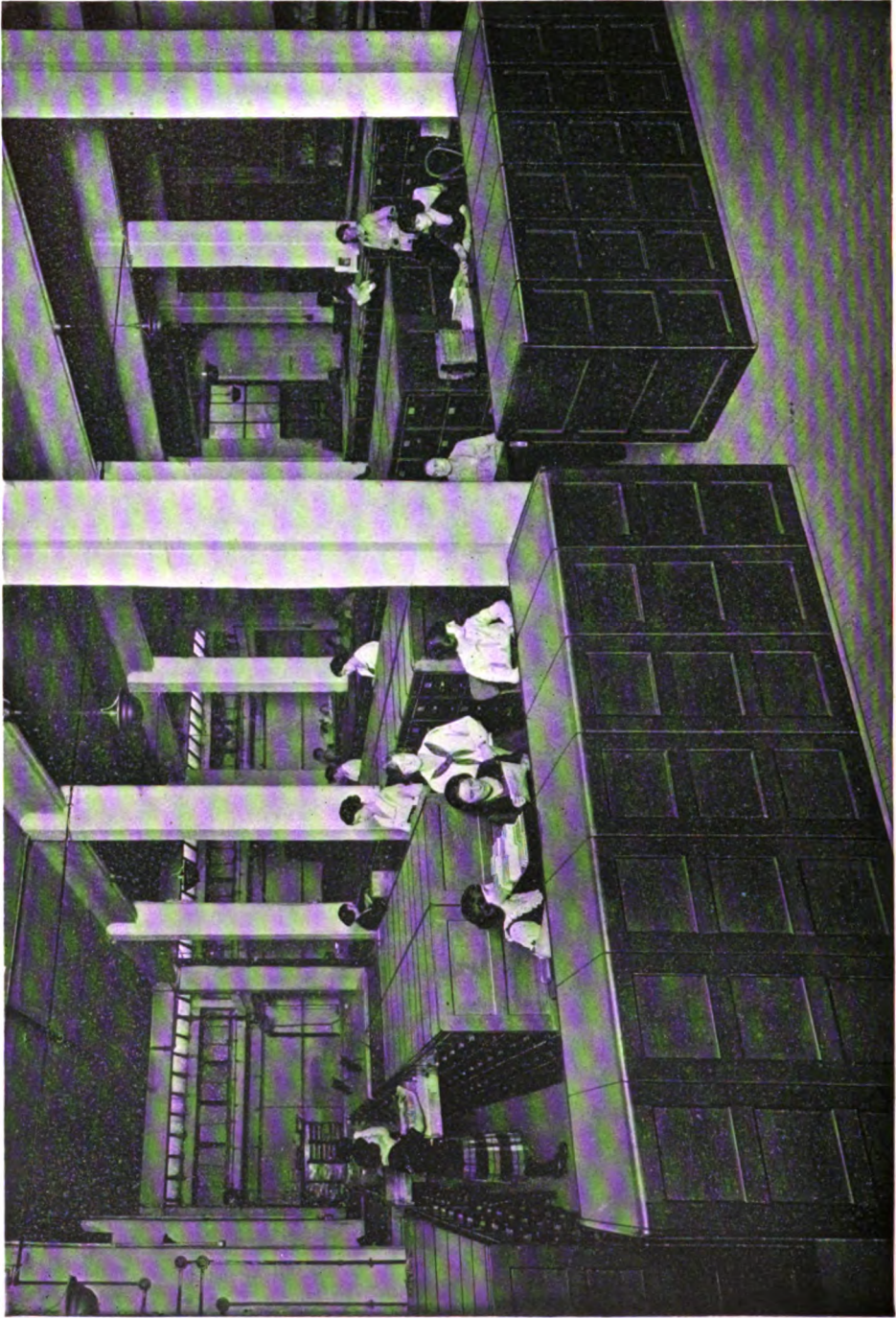
Locks are positive and automatic. All drawers are securely locked at the same time, simply by pushing in the lock cylinder.



Drawers which have been left open can be pushed in later, being automatically locked at the same time.

When the key is inserted in the cylinder and turned slightly the cylinder will plunge forward, positively unlocking all drawers.

This type of cylinder lock is a distinct Library Bureau feature, employing the Yale type of paracentric lock, specially developed for us.



Central Filing Department, Belknap Hardware Company, Louisville, Kentucky. Equipped with L. B. Automatic index and L. B. Wood cabinets. Counter-height units in the foreground serve as delivery counter

All units are one standard height, 51½ in., and depth 27 in.



Shipping weight, 175 lbs.

Correspondence unit

For correspondence, quotations, catalogs, documents, odd-sized invoices, and papers not exceeding 9½ x 11¾ in.

Four filing drawers equipped with L. B. progressive extension steel slides. Capacity of each drawer, 5,000 letters in folders with guides

DIMENSIONS

Case, outside width, without ends, 15¾ in.

Drawer, inside, 10½ in. high, 12 in. wide, 24 in. deep

Cat. No.

8010 Quartered oak, light finish and Mahogany, colonial finish, are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers

REFERENCE SHELF

Cat. no.

7697 Can be attached by a holding device to the drawer of an 8010 unit. Permits easy reference to data in the file without carrying the papers from the cabinet to a desk. Quartered oak, light and Mahogany, Colonial finish are standard

Legal cap unit

For legal papers, documents, catalogs, blue prints, photographs, and papers not exceeding 9½ x 15½ in.

Four filing drawers equipped with L. B. progressive extension steel slides. Capacity of each drawer, 250 folders with legal papers and guides

DIMENSIONS

Case, outside width, without ends, 19¼ in.

Drawer, inside, 10½ in. high, 15¼ in. wide, 24 in. deep

Cat. no.

8210 Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers



Shipping weight, 185 lbs.

All units are one standard height, 51½ in., and depth 27 in.

Bill or credit file unit

For credit information, invoices, clippings, and large size card records

Five filing drawers equipped with L. B. progressive extension steel slides. Capacity of each drawer, 5,000 papers in folders with guides; or 2,400 lightweight cards with guides

DIMENSIONS

Case, outside width, without ends, 13⅞ in.

Drawer, inside, 8⅜ in. high, 10 in. wide, 24 in. deep

Cat. no.

8110 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers



Shipping weight, 225 lbs.



Shipping weight, 165 lbs.

Order file unit

For sales, shipping or purchase orders, duplicate bills, invoices, sales reports and 8x5 in. card records

Six drawers, equipped with L. B. progressive extension steel slides. Capacity of each double drawer, 10,000 orders or bills with guides, or 5,000 lightweight cards with guides

DIMENSIONS

Case, outside width, without ends, 20⅞ in.

Drawer, inside, 6¼ in. high, 8¼ in. wide, 24 in. deep

Cat. no.

8310 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers

All units are one standard height, 51½ in., and depth 27 in.

Document or voucher file unit

For legal documents, contracts, vouchers, and all papers not exceeding 10x4⅝ in.

Four drawers, equipped with L. B. progressive extension steel slides. Each drawer has three compartments with total filing capacity of 68¼ inches, and will accommodate guides for subdivisions

DIMENSIONS

Case, outside width, without ends, 19⅞ in.

Drawer, inside, three rows to the drawer, each compartment 10½ in. high, 4¾ in. wide, 24 in. deep

Cat. no.

8510 Quartered oak, light finish, is standard
Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers. Standard without rods which can be furnished



Shipping weight, 215 lbs.



Shipping weight, 185 lbs.

Architectural file unit

For plans, sketches, photographs, prints and sheet music, with card index drawer

One index drawer with three compartments for standard 33 size (12.5x7.5 cm.), or 5x3 in. cards. Capacity 7,500 cards with guides. Three large filing drawers, equipped with L. B. progressive extension steel slides

DIMENSIONS

Case, outside width, without ends, 19⅞ in.

Drawer, inside, 12⅜ in. high, 15¼ in. wide, 24 in. deep.

Cat. no.

8810 Quartered oak, light finish

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers. Standard without rods which can be furnished



Shipping weight, 230 lbs.

20-drawer tabulating card file unit

For filing tabulating or statistical machine cards

These cabinets combine the features of largest filing capacity in smallest space, a style of tray equally adapted for use at the machine or in the cabinet, and an absolute protection of the cards while in use or in file. Twenty drawers for long tabulating cards, $7\frac{3}{8} \times 3\frac{1}{4}$ in. Capacity of each drawer 3,500 cards with guides. Each drawer is equipped with a stop catch

DIMENSIONS

Case, outside width, without ends, $19\frac{5}{8}$ in.

Drawer, inside, $3\frac{3}{4}$ in. high, $7\frac{1}{2}$ in. wide, $24\frac{1}{8}$ in. deep

Cat. no.

89120 Quartered oak, light finish

May be fitted with lock, non-automatic, controlling all drawers

10-drawer unit for 5 x 3 in. cards

For either standard 33 size (12.5x7.5 cm.) or 5x3 in. cards. Capacity of each double-row drawer, 5,000 lightweight cards with guides. All drawers equipped with L. B. progressive extension steel slides

DIMENSIONS

Case, outside width, without ends, $14\frac{1}{2}$ in.

Drawer, inside, $3\frac{5}{8}$ in. high, with two compartments, each $5\frac{1}{8}$ in. wide, 24 in. deep

Cat. no.

8115 Quartered oak, light finish is standard
Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers and with L. B. screw-front rods



Shipping weight, 260 lbs.

All units are one standard height, 51½ in., and depth 27 in.

10-drawer unit for half-size index cards

5.8 x 7.5 cm. (approx. 3 x 2¼ in.)

For large special name indexes, mailing and subscription lists, and life insurance and savings bank indexes

Ten drawers equipped with L. B. progressive extension steel slides. Capacity of each four-row drawer, 10,000 lightweight cards with guides

DIMENSIONS

Case, outside width, without ends, 14½ in.

Drawer, inside, 3⅝ in. high, with 4 compartments, each, 2⅜ in. wide, 24 in. deep

Cat. no.

81105 Quartered oak, light finish

May be fitted with lock, controlling all drawers, and with L. B. screw-front rods



Shipping weight, 230 lbs.



Shipping weight, 255 lbs.

8-drawer unit for 6 x 4 in. cards

For either standard 34 size (15x10 cm.) or 6x4 in. cards

Eight drawers equipped with L. B. progressive extension steel slides. Capacity of each double-row drawer, 5,000 lightweight cards with guides

DIMENSIONS

Case, outside width, without ends, 16½ in.

Drawer, inside, 4⅞ in. high, with two compartments, each 6⅞ in. wide, 24 in. deep

Cat. no.

8019 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all the drawers, and with L. B. screw-front rods

All units are one standard height, 51½ in., and depth 27 in.



Cupboard or stationery unit

A cupboard or closet, suitable for rolled plans or large folios, or for storing stationery and blank policies. May be used as wardrobe by removing the shelves. Has three shelves resting on shelf pins and adjustable to any height. May easily be fitted with additional adjustable shelves

DIMENSIONS

Outside width, without ends, 22 in.

Inside, 45¼ in. high, 20½ in. wide, 25⅜ in. deep

Cat. no.

8610.1 Quartered oak, light finish, is standard

Quartered oak, golden finish, furnished on special order

May be fitted with paracentric lock, or with flat key lock

Shipping weight, 135 lbs.

Sectional leg bases

With glass feet

Designed to meet the requirements of offices in which the furniture is modeled on the sanitary leg design. Bases, which are readily attached, have solid glass feet, and raise the files sufficiently for cleaning underneath. Base is 5½ in. high

Two sections are required for the first unit; one section only for each additional unit

Cat. no.

8095G End section for Standard grade units, light oak. Mahogany

8096G Inner section for Standard grade units, light oak. Mahogany

Extra Ends

In the development of office organization it is frequently desirable to divide a range of units into departmental groups. For each group of units formed a pair of ends is required. Ends are absolutely interchangeable, fitting all units

Cat. no.

8092 Quartered oak, light finish and Mahogany, colonial finish, are standard

Quartered oak, golden finish, furnished on special order



Two units with three base sections

Counter-height vertical units



LIBRARY BUREAU Counter-height units are designed to meet the need for a filing cabinet and counter combined, and also to supply the demand for a lower height filing equipment. This demand has been brought about by the general adoption of the flat-top desk in place of the roll-top or high standing desk, and furthered by the desire of the business man to have an unobstructed view of the entire office while seated at his desk

The counter feature

These filing cabinets form a sectional counter: (1) By separating the office from the public space for customers; (2) By serving as a partition between departments; and (3) By furnishing a convenient working top when placed against the wall. At the same time they provide a sufficient number of card and filing drawers and general storage space for records and working material



Adaptable to working conditions

In the small office two or three units often take care of all the counter space necessary and furnish the filing equipment needed at the sole price of the units. In the large office these units, being sectional, may be rearranged to meet changing conditions

Carried regularly in stock, new units may be added promptly, thereby avoiding the delay and expense necessary in special to-order counters

Wherever necessary, special units, intermembering with the stock units, may be made

Low height feature

The adoption of the flat-top and the sitting card record desk makes this height equipment desirable both by giving the department head an unobstructed view of the entire office and by preserving uniformity in the height of equipment

For a private file

A single unit makes a very desirable private file. Set on a leg base it furnishes an accessible cabinet in keeping with the sanitary design desk

All counter-height units are one standard height, 41 $\frac{5}{8}$ in., and depth 27 in.

Correspondence file unit

For correspondence, quotations, catalogs, documents, odd-sized invoices and papers not exceeding 9x11 $\frac{7}{8}$ in.

Three filing drawers equipped with L. B. progressive extension steel slides. Capacity of each drawer, 5,000 letters in folders with guides

DIMENSIONS

Case, outside width, without ends, 15 $\frac{7}{8}$ in.

Drawer, inside, 10 $\frac{1}{2}$ in. high, 12 in. wide, 24 in. deep

Cat. no.

8030 Quartered oak, light finish, and Mahogany, colonial finish, are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers



Shipping weight, 140 lbs.



Shipping weight, 270 lbs.

Roller shelf map book unit

For the insurance broker or agent, for the company's home office, for the real estate broker, large or small, for abstract and title companies, for state or municipal offices, for the bookkeeper and the statistician with large books to handle. These cabinets accommodate the Sanborn map-books

Contains 8 steel roller shelves, adjustable every inch

DIMENSIONS

Case, outside width, without ends, 31 in.

Inside, 36 $\frac{1}{4}$ in. high, 29 $\frac{1}{2}$ in. wide, 25 $\frac{7}{8}$ in. deep

Cat. no.

8638 Quartered oak, light finish
Mahogany, colonial finish
to order

COUNTER-HEIGHT VERTICAL UNITS

All counter-height units are one standard height, 41 5/8 in., and depth 27 in.



Shipping weight, 150 lbs.

Legal cap unit

For legal papers, documents, catalogs, blue prints, photographs and papers not exceeding 9 1/2 x 15 1/8 in.

Three filing drawers equipped with L. B. progressive extension steel slides. Capacity of each drawer, 250 folders with legal papers and guides

DIMENSIONS

Case, outside width, without ends, 19 1/8 in.
Drawer, inside, 10 1/2 in. high, 15 1/4 in. wide,
24 in. deep

Cat. no.

8230 Quartered oak, light finish, and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

Cupboard unit

A cupboard or closet, suitable for rolled plans or large folios, or for storage of stationery, and blank forms

Fitted with two shelves, adjustable every inch. Additional shelves may be added as desired, or all shelves removed

DIMENSIONS

Case, outside width, without ends, 22 in.
Inside size, 36 1/2 in. high, 20 1/2 in. wide, 25 3/8 in. deep

Cat. no.

8630.1 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

May be fitted with flat key lock, or paracentric key lock



Shipping weight, 135 lbs.

COUNTER-HEIGHT VERTICAL UNITS



L. B. Counter-height units in Firemen's Fund Insurance Co., Chicago



Corner of central file room at the Electric Storage Battery Co., Philadelphia, showing
L. B. Vertical and counter-height units

COUNTER-HEIGHT VERTICAL UNITS—SEMI-STANDARD

All counter-height units are one standard height, 41 $\frac{5}{8}$ in., and depth 72 in.

Double door cupboard unit

A cupboard or closet similar to the 8630.1 on page 21, but of extra width for larger storage space. Fitted with one wooden shelf. Additional shelves may be added or all the shelves removed. Cupboard may also be fitted with steel roller shelves same as 8638 unit, page 20, if desired

DIMENSIONS

Case, outside width, without ends, 31 in.
Inside size, 36 $\frac{1}{4}$ in. high, 29 $\frac{1}{2}$ in. wide,
25 $\frac{3}{8}$ in. deep

Cat. no.

8631 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

May be fitted with flat key lock, or with paracentric key lock



Shipping weight, 145 lbs.

Unit for half-size index cards

5.8 x 7.5 cm. (approx. 2 $\frac{1}{4}$ x 3 in.)

For large special name indexes, mailing and subscription lists, and life insurance and savings bank indexes. Eight drawers equipped with L. B. progressive extension steel slides. Capacity of each four-row drawer, 10,000 light weight cards with guides

DIMENSIONS

Case, outside width, without ends, 14 $\frac{1}{2}$ in.

Drawer, inside, 3 $\frac{5}{8}$ in. high, with four compartments, each, 2 $\frac{3}{8}$ in. wide, 24 in. deep

Cat. no.

81308 Quartered oak, light finish

May be fitted with lock, controlling all drawers, and with L. B. screw-front rods
Furnished to order only

81304 Same as 81308, except that two lower drawers are replaced by a storage drawer, 8 $\frac{3}{8}$ in. high, 11 $\frac{7}{8}$ in. wide inside. *Furnished to order only*

Extra ends

Cat. no.

8083 Ends, similar to those used in Standard vertical units

Leg bases

With glass feet

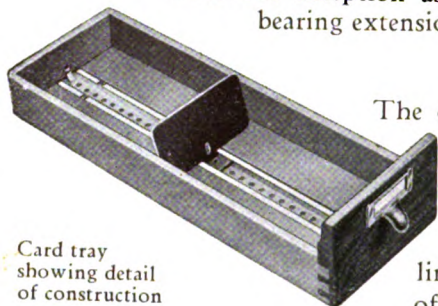
Cat. no.

8095G End section (as shown on page 18), light oak
Mahogany

8096G Inner section (as shown on page 18), used only with separators, light oak
Mahogany

Horizontal unit cabinets

ALL horizontal unit cabinets are constructed of the same material and with the same care as the vertical units. All vertical filing drawers, with one exception as noted, are equipped with L. B. roller-bearing extension slides



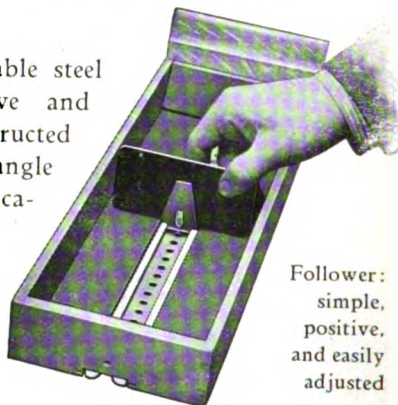
Card tray showing detail of construction

Trays

The card trays are dovetailed front and back by the use of machines of our own exclusive design combining strength with compactness. These trays are carefully made to facilitate the handling of the cards and are the result of years of study in producing a perfect tray

Followers

All the trays are equipped with adjustable steel followers which are simple yet positive and easily adjusted. The follower is so constructed that while holding the cards at the proper angle it takes up only $\frac{1}{4}$ of an inch of the filing capacity of the tray



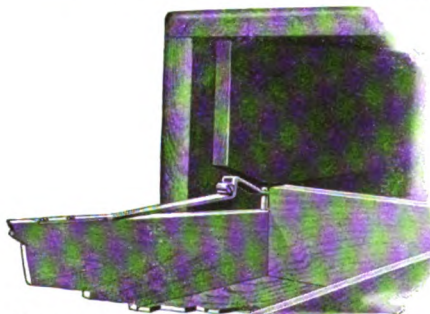
Followers: simple, positive, and easily adjusted

Rods

All the trays are furnished without rods. L. B. screw-front rods are supplied when desired

Locks

All horizontal units may be equipped with Yale locks controlling all trays or drawers and passing the same keys as the L. B. automatic lock used in the vertical and counter height units. One turn of the key locks all the trays in the unit. These locks may be master keyed, when desired



Stop catch; a catch that is strong and positive yet easily released when desired

Stop catches

Trays may be fitted with L. B. standard stop catches which stop the tray when drawn out to its full length, permitting reference to the entire contents and preventing accidental fall from the cabinet. These stop catches are strong and positive, yet are easily released when desired



The Horizontal Idea

Units intermember with each other

A single unit, with base and top or cornice, forms a complete cabinet

Any number or combination of units may be brought together in one cabinet

Its advantages

1. *Gradual growth:* An office may begin with the smallest cabinet—a single unit—and add to this a section at a time
2. *Much in little:* Greatest variety of filing capacity in smallest floor space
3. *Flexibility:* Stack may be arranged in practically any form desired. Where floor space is limited it may be kept one unit wide and extend to the ceiling. Or it may be kept low height and extend around the room. Or it may be arranged in various heights to fit the position of windows, doors, etc.
4. *Rearrangement:* As a business grows it is often an immense convenience to divide the general file for use in different departments. The horizontal unit cabinet can be arranged to fit existing conditions at any time

Ilion design standards

Width: One standard width, 33 inches

Two Depths: Made in two depths, 17 inches and 24 inches respectively. Each 24 inch unit has finished top ledge, 7 inches deep, so that a 17 inch unit makes a finished cabinet with working surface in front

Ends: Constructed with five ply ends, the wood carefully selected for figure. Backs are finished

Intermembering: On the top of each unit are two interlocking wood cleats running from front to back. These cleats are raised, each having attached at the back a metal plate. These metal plates by a push of the thumb are locked into the groove of the rail on the under side and at the back of the unit above. This method locks the units together as firmly as though the cabinets were built in one piece

HORIZONTAL UNIT CABINETS—ILION DESIGN

All Ilion design units are one standard width, 33 in.

5-tray unit for 5 x 3 in. cards



DIMENSIONS

5 $\frac{3}{8}$ in. high, 17 in.
deep, outside
Capacity, 7,500 light
weight cards with
guides. Shipping
weight, 30 lbs.

For 5 x 3 in. cards

Cat. no.

9355

Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all trays, and with L. B. screw-front rods

9355.1R

Same as 9355, except for 12.5 x 7.5 cm. cards, and with rods

15-tray unit for 5 x 3 in. cards



DIMENSIONS

13 $\frac{3}{8}$ in. high, 17 in.
deep, outside
Capacity, 22,500 light
weight cards with
guides. Shipping
weight, 80 lbs.

For 5 x 3 in. cards

Cat. no.

93515

Quartered oak, light finish, and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all trays, with L. B. screw-front rods

93515.1R

Same as 93515, except for 12.5 x 7.5 cm. cards, and with rods

4-tray unit for 6 x 4 in. cards



DIMENSIONS

6 $\frac{3}{8}$ in. high, 17 in.
deep, outside
Capacity, 6,000 light
weight cards with
guides. Shipping
weight, 35 lbs.

For either 15 x 10 cm. or 6 x 4 in. cards

Cat. no.

9454

Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all trays, and with L. B. screw-front rods

All Ilion design units are one standard width, 33 in.

8-tray unit for 6 x 4 in. cards

DIMENSIONS

11 $\frac{1}{4}$ in. high, 17 in. deep, outside

Capacity, 12,000 light weight cards with guides. Shipping weight, 70 lbs.



For either 15 x 10 cm. or 6 x 4 in. cards

Cat. no.

9458 Quartered oak, light finish, and Mahogany, colonial finish are standard
Quartered oak, golden finish, furnished on special order
May be fitted with lock, controlling all trays, and with L. B. screw-front rods

3-tray unit for 8 x 5 in. cards

DIMENSIONS

7 $\frac{3}{8}$ in. high, 17 in. deep, outside

Capacity, 4,500 light weight cards with guides. Shipping weight, 40 lbs.



For either 20 x 12.5 cm. or 8 x 5 in. cards

Cat. no.

9553 Quartered oak, light finish, and Mahogany, colonial finish are standard
Quartered oak, golden finish, furnished on special order
May be fitted with lock, controlling all trays, and with L. B. screw-front rods

Low cupboard unit with doors

DIMENSIONS

13 in. high, 17 in. deep, outside

Inside size of cupboard, 11 $\frac{1}{4}$ in. high, 31 $\frac{1}{2}$ in. wide, 15 $\frac{7}{8}$ in. deep

Shipping weight, 35 lbs.

Combined base and cupboard for storage.
Finished inside



Cat. no.

9651 Quartered oak, light finish
May be fitted with lock

All Ilion design units are one standard width, 33 in.

5-tray unit for 8 x 5 in. cards on end



DIMENSIONS

10 $\frac{5}{8}$ in. high, 17 in. deep, outside

Capacity, 7,500 light weight cards with guides. Shipping weight, 60 lbs.

For either 12.5 x 20 cm. or 5 x 8 in. cards

Cat. no.

9555 Quartered oak, light finish

May be fitted with lock, controlling all trays, and with L. B. screw-front rods

3-tray commercial report unit



DIMENSIONS

8 $\frac{7}{8}$ in. high, 17 in. deep, outside. Inside size of trays, 6 $\frac{3}{4}$ in. high, 9 $\frac{1}{4}$ in. wide, 15 $\frac{5}{8}$ in. deep

Capacity 6,000 credit reports or ratings, in folders. Shipping weight, 40 lbs.

Cat. no.

9153 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers

6-file document unit



DIMENSIONS

13 in. high, 17 in. deep, outside

Inside size of files, 10 $\frac{7}{8}$ in. high, 4 $\frac{3}{4}$ in. wide, 14 $\frac{1}{2}$ in. deep

Files made with a steel body and fitted with steel follower block, holding papers in compact form. Metal partitions form separate compartments for each file

Cat. no.

9256 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all files

Shipping weight, 75 lbs.

All Ilion design units are one standard width, 33 in.

3-tray check or voucher unit

DIMENSIONS

6 $\frac{7}{8}$ in. high, 17 in.
deep, outside

Inside size of trays 4 $\frac{5}{8}$
in. high, 10 in. wide,
16 in. deep

Capacity approximately 7,000 checks or vouchers

Shipping weight, 55 lbs.

Cat. no.

9453 Quartered oak, light finish

May be fitted with lock, controlling all drawers



3-drawer bill or credit unit

DIMENSIONS

10 $\frac{5}{8}$ in. high, 17 in.
deep, outside

Inside size of drawers,
8 $\frac{3}{8}$ in. high, 10 in.
wide, 16 in. deep

Capacity of each drawer, 3,200 papers in folders
with guides, or 1,600 lightweight cards with guides

Shipping weight, 65 lbs.

Cat. no.

9151 Quartered oak, light finish

May be fitted with lock, controlling all drawers



14-tray lantern slide unit

DIMENSIONS

12 in. high, 17 in.
deep, outside

Inside size of trays,
4 $\frac{3}{4}$ in. high, 3 $\frac{3}{8}$ in.
wide

Each tray has eight compartments with partitions
2 in. apart to hold the slides upright. Capacity of each
tray 100 slides. Trays are equipped with stop catches

Shipping weight, 85 lbs.

Cat. no.

97514 Quartered oak, light finish



All Ilion design units are one standard width, 33 in.

2-drawer correspondence unit



DIMENSIONS

12 $\frac{3}{4}$ in. high, 24 in. deep, outside

Inside size of drawers, 10 $\frac{1}{2}$ in. high, 12 in. wide, 21 $\frac{5}{8}$ in. deep. Drawers fitted with L. B. progressive extension steel slides. Shipping weight, 9050, 90 lbs.; 9051, 80 lbs.

Capacity of each drawer, 5,000 letters in folders with guides

Cat. no.

9050 Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

9051 Quartered oak, light finish, is standard. Mahogany, colonial finish, furnished on special order.

Same as 9050 except fitted with L. B. roller bearing slides, outside depth 17 in. and capacity 3,000 letters in folders

May be fitted with lock, controlling both drawers

2-drawer legal unit



DIMENSIONS

13 $\frac{3}{8}$ in. high, 24 in. deep, outside

Inside size of drawers 10 $\frac{1}{2}$ in. high, 15 $\frac{1}{4}$ in. wide, 22 $\frac{1}{4}$ in. deep. Drawers fitted with L. B. Cradle suspension ball-bearing roller slides

Capacity of each drawer 5,000 legal papers in folders with guides. Shipping weight, 95 lbs.

Cat. no.

9250 Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

9251 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

Same as 9250 except outside depth 17 in. and capacity 3,000 papers in folders. Shipping weight, 85 lbs.

May be fitted only with individual locks

All Ilion design units are one standard width, 33 in.

Plan unit



DIMENSIONS

13 in. high, 24 in. deep, outside
Inside size of drawers, $2\frac{1}{8}$ in. high, $30\frac{3}{8}$ in. wide,
 $22\frac{3}{8}$ in. deep. Shipping weight, 85 lbs.

For filing plans, blueprints, drawings and maps

Four drawers, supported on L. B. slide runs, having corner hood at back $5\frac{1}{4}$ in. wide, and hinged compressor at front to keep contents flat. Finger holes in front to assist in removing contents

Cat. no.

9755 Quartered oak, light finish, is standard. Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers

18-drawer flat legal blank unit



DIMENSIONS

13 in. high, 17 in. deep, outside
Inside size of drawers, $1\frac{1}{2}$ in. high, $9\frac{1}{4}$ in. wide,
 $15\frac{1}{4}$ in. deep. Shipping weight, 65 lbs.

For storing legal sheets, policy forms and stationery

Cat. no.

97518 Quartered oak, light finish, is standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all drawers

All Ilion design units are one standard width, 33 in.

Bookcase unit with glass door

DIMENSIONS

14½ in. high, 17 in. deep, outside
Inside size in clear,
11¼ in. high, 31½ in. wide, 15¾ in. deep



Shipping weight, 50 lbs.

For books, storage or exhibit of samples. Finished inside.

Disappearing glass door which will not jam or twist

Cat. no.

9952 Quartered oak, light finish and Mahogany, colonial finish are standard
Quartered oak, golden finish, furnished on special order
May be fitted with flat key lock

High bookcase unit with sliding glass doors

DIMENSIONS

26 in. high, 17 in. deep, outside

Inside size of case
24¼ in. high, 31½ in. wide, 15 in. deep



Shipping weight, 80 lbs.

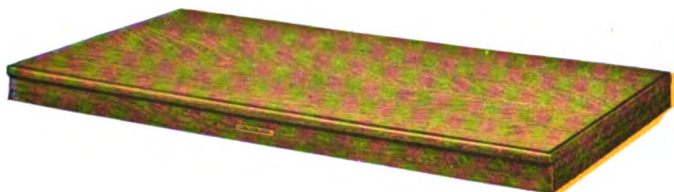
Cat. no.

9953 Quartered oak, light finish and Mahogany, colonial finish are standard
Quartered oak, golden finish, furnished on special order
May be fitted with lock

For books, storage, or exhibit of samples. Two glass doors, sliding on tracks the full width of the case. One shelf adjustable each inch. Finished inside

All Ilion design units are one standard width, 33 in.

Top or cornice unit



DIMENSIONS

2 in. high, $17\frac{3}{8}$ in. and $24\frac{3}{8}$ in. deep, respectively. Depths include overhang of cornice
Shipping weight, 90715—15 lbs., 90705—20 lbs.

Cat. no.

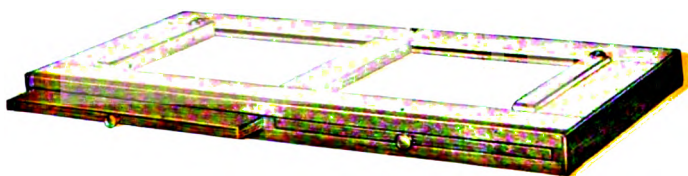
90715 Fits any 17 in. depth unit. Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

90705 Fits any 24 in. depth unit. Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

Sliding reference shelf unit



DIMENSIONS

$2\frac{1}{4}$ in. high, 17 in. deep. Shelf extends 15 in. Shipping weight, 20 lbs.

A great convenience as a rest for tray taken from stack, or for writing surface while consulting records. Takes little room

Cat. no.

9855 Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

All Ilion design units are one standard width, 33 in.

Low leg base unit

With glass feet



DIMENSIONS

5½ in. high, 17 and 24 in. deep, respectively

Shipping weight, 90815G—15 lbs.

90805C—18 lbs.

Cat. no.

90815G Fits any 17 in. deep unit

Quartered oak, light finish with glass feet is standard

Mahogany, colonial finish is standard

Quartered oak, golden finish, furnished on special order

90805G Fits any 24 in. deep unit

Quartered oak, light finish with glass feet is standard

Mahogany, colonial finish is standard

Quartered oak, golden finish, furnished on special order

High leg base unit



DIMENSIONS

26 in. high, 17 and 24 in. deep, respectively

Shipping weight, 90895—45 lbs.

Cat. no.

90895 Fits any 17 in. deep unit

Quartered oak, light finish is standard

Quartered oak, golden finish, furnished on special order

90835 Same as 90895 except 16 in. high. Shipping weight, 30 lbs.—Light oak and Mahogany finishes are standard

90825 Same as 90895 except 16 in. high, and 24 in. deep. Shipping weight, 35 lbs.—Light oak and Mahogany finishes are standard

May be fitted with bronze shoes

Demi-horizontal unit cabinets



A small stack of Demi-horizontal unit cabinets near the desk makes a most convenient file for the executive or clerk. All the records in everyday use are at the fingers' end.

LIBRARY BUREAU demi-horizontal unit card and filing cabinets are designed to meet the demand for smaller units of sectional devices than are found in the standard horizontal sections.

Advantages

L. B. Demi units are ideal in their convenience and adaptability for the small office or for individual files in the large office. It frequently happens that only a few trays or drawers of a certain size are wanted in connection with a large number of trays or drawers of another size. L. B. Demi units meet such conditions perfectly.

A beginning may be made with the smallest cabinet—a single unit—adding to this a section at a time as requirements demand.

L. B. Demi units make possible the greatest variety of filing devices in the *smallest space*.

All Demi units are one standard width, 20 1/8 in.

3-tray unit for 5 x 3 in. cards



Cat. no.
9343

DIMENSIONS

5 3/8 in. high, 17 in. deep, outside
Capacity, 4,500 light weight cards with guides. Shipping weight, 30 lbs.

For either 12.5 x 7.5 cm. or 5 x 3 in. cards

Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all trays, and with L. B. screw-front rods

2-tray unit for 6 x 4 in. cards

DIMENSIONS

6 3/8 in. high, 17 in. deep, outside
Capacity, 3,000 light weight cards with guides. Shipping weight, 30 lbs.

Cat. no.
9442



For either 15 x 10 cm. or 6 x 4 in. cards

Quartered oak, light finish Mahogany, colonial finish

May be fitted with lock, controlling all trays, and with L. B. screw-front rods



2-tray unit for 8 x 5 in. cards

Cat. no.
9542

DIMENSIONS

7 5/8 in. high, 17 in. deep, outside
Capacity, 3,000 light weight cards with guides. Shipping weight, 35 lbs.

For either 20 x 12.5 cm. or 8 x 5 in. cards

Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all trays, and with L. B. screw-front rods

3-tray units for 5 x 8 in. cards

DIMENSIONS

10 5/8 in. high, 17 in. deep, outside
Capacity, 4,500 light weight cards with guides. Shipping weight, 50 lbs.

Cat. no.
9543



For either 12.5 x 20 cm. or 5 x 8 in. cards

Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

May be fitted with lock, controlling all trays, and with L. B. screw-front rods

L. B. DEMI-HORIZONTAL UNIT CABINETS

All Demi units are one standard width, 20 7/8 in.



Quartered oak, light finish is standard
Quartered oak, golden finish and Mahogany,
colonial finish furnished on special order
May be fitted with lock

1-drawer correspondence unit

12 3/4 in. high, two depths: 17 in. and 24 in., outside. Inside size of drawers, 10 1/2 in. high, 12 in. wide, 14 5/8 and 21 5/8 in. deep. Fitted with L. B. extension roller slides

Cat. no.

9041 17 in. depth

Capacity, approx. 3,300 letters with folders and guides. Shipping weight, 49 lbs.

9040 24 in. depth

Capacity, approx. 5,000 letters with folders and guides. Shipping weight, 61 lbs.

1-drawer legal cap unit

12 3/4 in. high, two depths: 17 in. and 24 in., outside. Inside size of drawers, 10 1/2 in. high, 15 1/4 in. wide, 14 5/8 and 21 5/8 in. deep. Fitted with L. B. cradle suspension slides

Cat. no.

9241 17 in. depth

Capacity, approx. 3,300 letters with folders and guides. Shipping weight, 49 lbs.

9240 24 in. depth

Capacity, approx. 5,000 letters with folders and guides. Shipping weight, 62 lbs.



Quartered oak, light finish is standard
Quartered oak, golden finish and Mahogany,
colonial finish furnished on special order
May be fitted with lock



Quartered oak, light finish is standard
Quartered oak, golden finish, furnished on
special order
May be fitted with lock

3-file document unit

Cat. no.

9243 For legal documents, contracts, vouchers, etc.

DIMENSIONS

13 in. high, 17 in. deep, outside
Inside size of files, 10 7/8 in. high, 4 3/4 in. wide, 14 1/2 in. deep. Shipping weight, 55 lbs.

Files made with a steel body, and fitted with steel follower and compressor block, holding papers in compact form. Wood partitions form separate compartments for each file

L. B. DEMI-HORIZONTAL UNIT CABINETS

All Demi units are one standard width, 20 $\frac{1}{8}$ in.



Low cupboard or storage unit

Cat. no.

9641 Small storage unit

DIMENSIONS

13 in. high, 17 in. deep, outside
Inside size, 11 $\frac{1}{4}$ in. high, 18 $\frac{3}{8}$ in. wide,
15 $\frac{7}{8}$ in. deep

Shipping weight, 38 lbs.

Quartered oak, light finish

May be fitted with lock

2 in. high, two depths, for 17 in. and 24 in. units

Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

Cat. no.

90714 For 17 in. depth units. Total depth, including overhang of cornice, 17 $\frac{3}{8}$ in.

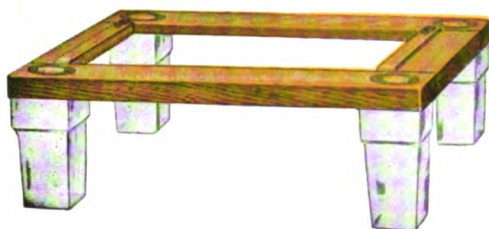
Shipping weight, 15 lbs.

90704 For 24 in. depth units. Total depth, including overhang of cornice, 25 $\frac{3}{8}$ in.

Top or cornice unit



Shipping weight, 90704, 18 lbs.



Low leg base unit

Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

Cat. no.

90814G 17 in. deep, 5 $\frac{1}{2}$ in. high, with glass feet

Shipping weight, 18 lbs.

90804G 24 in. deep, 5 $\frac{1}{2}$ in. high, with glass feet

Shipping weight, 20 lbs.

High leg base unit

Quartered oak, light finish and Mahogany, colonial finish are standard

Quartered oak, golden finish, furnished on special order

Cat. no.

90834 17 in. deep, 16 in. high
Shipping weight, 30 lbs.

90824 24 in. deep, 16 in. high
Shipping weight, 32 lbs.
Above bases may be fitted with bronze shoes



Tray Cabinets

All tray cabinets are complete in themselves and are not of unit construction. They are designed for use on desks, tables or special bases. *Tray cabinets are carried in stock in quartered oak, light finish; and mahogany, colonial finish. Other finishes to order. Cabinets may be fitted with lock controlling all trays, and with screw-front rods. If cabinets with rods are wanted, add "R" to Cat. no.*



1-tray cabinets

Cat. no.

- 2331 For either 33 size (12.5 x 7.5 cm.) or 5 x 3 in. cards
Outside dimensions: $4\frac{7}{8}$ in. high, $6\frac{1}{4}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 1,500 light weight cards with guides
- 2431 For either 34 size (15 x 10 cm.) or 6 x 4 in. cards
Outside dimensions: $5\frac{7}{8}$ in. high, $7\frac{1}{4}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 1,500 light weight cards with guides
- 2531 For either 35 size (20 x 12.5 cm.) or 8 x 5 in. cards
Outside dimensions: $7\frac{3}{8}$ in. high, $10\frac{1}{4}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 1,500 light weight cards with guides

2-tray cabinets

Cat. no.

- 2332 For either 33 size (12.5 x 7.5 cm.) or 5 x 3 in. cards. Outside dimensions: $4\frac{7}{8}$ in. high, $13\frac{1}{4}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 3,000 light weight cards with guides
- 2432 For either 34 size (15 x 10 cm.) or 6 x 4 in. cards. Outside dimensions: $5\frac{7}{8}$ in. high, $15\frac{1}{4}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 3,000 light weight cards with guides
- 2532 For either 35 size (20 x 12.5 cm.) or 8 x 5 in. cards. Outside dimensions: $7\frac{3}{8}$ in. high, $19\frac{1}{8}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 3,000 light weight cards with guides



4-tray cabinets

Cat. no.

- 2334 For either 33 size (12.5 x 7.5 cm.) or 5 x 3 in. cards. Outside dimensions: $8\frac{3}{4}$ in. high, $13\frac{1}{4}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 6,000 light weight cards with guides
- 2434 For either 34 size (15 x 10 cm.) or 6 x 4 in. cards. Outside dimensions: 11 in. high, $15\frac{1}{2}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 6,000 light weight cards with guides
- 2534 For either 35 size (20 x 12.5 cm.) or 8 x 5 in. cards. Outside dimensions: $13\frac{1}{4}$ in. high, $20\frac{1}{8}$ in. wide, $17\frac{1}{8}$ in. deep
Capacity, 6,000 light weight cards with guides

6-tray cabinets

Cat. no.

- 2336 For either 33 size (12.5 x 7.5 cm.) or 5 x 3 in. cards. Outside dimensions: $13\frac{3}{8}$ in. high, $13\frac{3}{4}$ in. wide, $17\frac{3}{8}$ in. deep
Capacity, 9,000 light weight cards with guides



TRAY CABINETS—L. B. STANDARD

Carried in stock in quartered oak, light finish. Other finishes to order. Cabinets may be fitted with lock controlling all trays. If cabinets with rods are wanted, add "R" to Cat. No. F1.1 rods will be furnished unless otherwise ordered

9-tray cabinets



Cat. no.

2339 For either 33 size (12.5 x 7.5 cm.) or 5 x 3 in. cards
Outside dimensions: 13 $\frac{1}{8}$ in. high, 20 $\frac{1}{4}$ in. wide, 17 $\frac{3}{8}$ in. deep

Capacity, 13,500 light weight cards with guides

12-tray cabinets



Cat. no.

23312 For either 33 size (12.5 x 7.5 cm.) or 5 x 3 in. cards

Outside dimensions: 17 $\frac{1}{2}$ in. high, 20 $\frac{1}{4}$ in. wide, 17 $\frac{3}{8}$ in. deep

Capacity, 18,000 light weight cards with guides

Leg base

Cat. no.

23812.1 Leg Base: for 23312 cabinet, 26 in. high, 21 in. wide x 18 $\frac{1}{2}$ in. deep. May be fitted with bronze shoes

TRAY CABINETS—L. B. STANDARD

Carried in stock in quartered oak, light finish. Other finishes to order. Cabinets may be fitted with lock controlling all trays, and with screw-front rods

60-tray cabinet with base



Cat. no.

- 23360.1 For 12.5 x 7.5 cm. (approx. $4\frac{15}{16} \times 2\frac{15}{16}$ in.) cards only
Outside dimensions, including base, 60 in. high (base 16 in.), 43 in. wide, $18\frac{5}{8}$ in. deep. Capacity, 90,000 light weight cards with guides
Cabinet has reference slides for supporting trays withdrawn for consultation
- 23860.1 Base for 23360.1, 16 in. high. May be fitted with bronze shoes

Tray cabinets for cards on end

All on end tray cabinets are carried in stock in quartered oak, light finish. Other finishes to order. Cabinets may be fitted with lock controlling all trays, and with screw-front rods

2-tray cabinets for cards on end

Cat. no.

- 2432E For either 34 size on end (10 x 15 cm.) or 6 x 4 in. cards.
Outside dimensions: $7\frac{7}{8}$ in. high, $11\frac{1}{4}$ in. wide, $17\frac{3}{8}$ in. deep. Capacity, 3,000 light weight cards with guides
- 2532E For either 35 size on end (12.5 x 20 cm.) or 5 x 8 in. cards.
Outside dimensions: $10\frac{3}{8}$ in. high, $13\frac{5}{8}$ in. wide, $17\frac{3}{8}$ in. deep. Capacity, 3,000 light weight cards with guides



Cat. no.
2432E

L. B. Card record desk



Double unit card record desk; removable cover type

Outside dimensions: 6 ft. 1 $\frac{7}{8}$ in. wide, 3 ft. 4 $\frac{1}{2}$ in. deep, over all. Posting board unit: 26 in. wide, 20 in. deep. Card unit only: outside dimensions, 31 in. high, 40 $\frac{1}{2}$ in. wide, 24 $\frac{1}{4}$ in. deep. Inside dimensions, 35 $\frac{1}{2}$ in. wide, 20 $\frac{1}{8}$ in. deep

WHEREVER there is a great volume of posting or record-making office work which has to be done quickly and correctly, L. B. card record desks are especially adaptable. This desk houses an immense number of cards, and puts every one of these cards within arm's reach. Capable of indefinite expansion. Two units may be joined together, doubling the number of cards that may be handled by one clerk. Each unit has space for three to eight compartments or trays, the number depending upon the size of the cards which they contain. The cards are at hand level—below the eye. A posting board connects the units. The cards in the unit may be used for stock records, ledgers, customers' lists, credit information, sales records, price quotations, orders, indexes, and in fact for any purpose for which card records are used.

Cuts the finding time in two

The time one spends in finding *where* entries are to be made is non-productive. The L. B. system cuts the finding time in two



Double unit desk parts ready for assembling



Double unit card record desk, roll cover type

Outside dimensions: 6 ft. 3 $\frac{3}{4}$ in. wide, 40 $\frac{1}{2}$ in. deep, over all. Posting board unit, 26 in. wide, 20 in. deep. Card unit only, 40 $\frac{1}{2}$ in. wide, 25 $\frac{1}{4}$ in. deep, outside; 35 $\frac{1}{2}$ in. wide, 20 $\frac{1}{4}$ in. deep, inside

The roll cover card record desk is similar and interchangeable with the removable cover record desk (cat. no. 7333) on opposite page. The low roll top provides a quick and convenient cover for the cards

Description of removable and roll cover desks

Capacities given below are for standard lightweight record cards

Desks are made of quartered white oak, standard L. B. light oak (see illustrations) and mahogany finishes are standard. Quartered oak, golden finish, may be had on special order

In removable cover type desk, covers are additional and are furnished only when ordered. Specify whether flush (cat. no. 7338) or raised type (cat. no. 7339) is desired

Removable cover Cat. no.	Roll cover Cat. no.	Description	Approx. Capacity in cards
7333.1	7335.1	Single desk, consisting of one unit fitted with six 5 x 3 in. trays, posting unit and end	12,000
7333.2	7335.2	As above, with five 6 x 4 in. trays	10,000
7333.3	7335.3	As above, with four 8 x 5 in. trays	8,000
7333.6	7335.6	As above, with six 5 x 8 in. trays	12,000
7333.7	7335.7	As above, with seven 4 x 6 in. trays	14,000
7333.8	7335.8	As above, with four 8 x 10 in. trays	8,000
7333.1D	7335.1D	Double desk, consisting of two units fitted with twelve 5 x 3 in. card trays and posting board	24,000
7333.2D	7335.2D	As above, with ten 6 x 4 in. trays	20,000
7333.3D	7335.3D	As above, with eight 8 x 5 in. trays	16,000
7333.6D	7335.6D	As above, with twelve 5 x 8 in. trays	24,000
7333.7D	7335.7D	As above, with fourteen 4 x 6 in. trays	28,000
7333.8D	7335.8D	As above, with eight 8 x 10 in. trays	16,000

Any of the above desks may be fitted with steel trays corresponding in size to the wood trays, and also in larger sizes: 9 $\frac{7}{8}$ x 9 $\frac{7}{8}$ in. with and without offset, and 8 x 10 in. with offset

Locks

Flat or paracentric key locks may be furnished for either flush or raised covers and for posting board drawer. Specify whether flat key or paracentric key locks are wanted. Paracentric key lock may be furnished for roll covers

Single card record desk; removable cover type
(raised cover)



7334

Single unit desk parts ready to be
bolted together

Description and catalog numbers on page 43

Outside dimensions: 51 $\frac{3}{8}$ in. wide, 40 $\frac{1}{2}$ in. deep, over all

All trays are 20 in. deep outside, 19 $\frac{1}{4}$ in. deep inside

Chair for card record desks

Cat. no.

78 Swivel chair as illustrated above. Adjustable upholstered leather back; circular leather seat, 15 in. in diameter

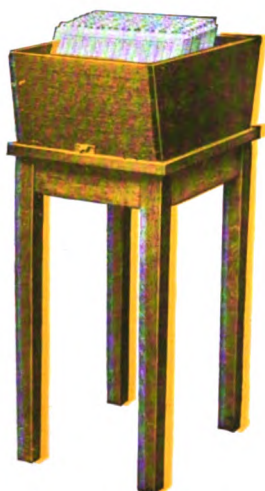
Furnished in light oak and mahogany

Correspondence sorting trays

Cat. no. 7691

FOR sorting correspondence preparatory to filing. Papers are thus kept in accessible form until filing is done. Tray may be used on desk or table or on leg base. Outside dimensions: $7\frac{5}{8}$ in. high, $12\frac{7}{8}$ in. wide, $19\frac{1}{2}$ in. deep

LEG BASE FOR ABOVE (Cat. no. 7691B)
 $23\frac{3}{8}$ in. high

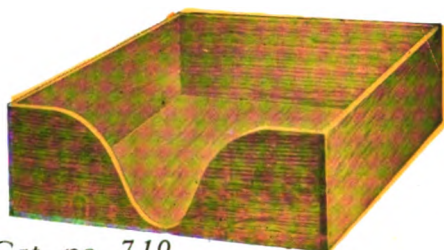


Tray—Cat. no. 7691
Base—Cat. no. 7691B

Cat. no. 7692

TRAY for use with Flexi-File. Similar to 7691, except with vertical ends. Outside dimensions: $6\frac{5}{8}$ in. high, $12\frac{7}{8}$ in. wide, $16\frac{1}{2}$ in. deep

LEG BASE FOR ABOVE (Cat. no. 7691B)



Cat. no. 719

Desk letter trays

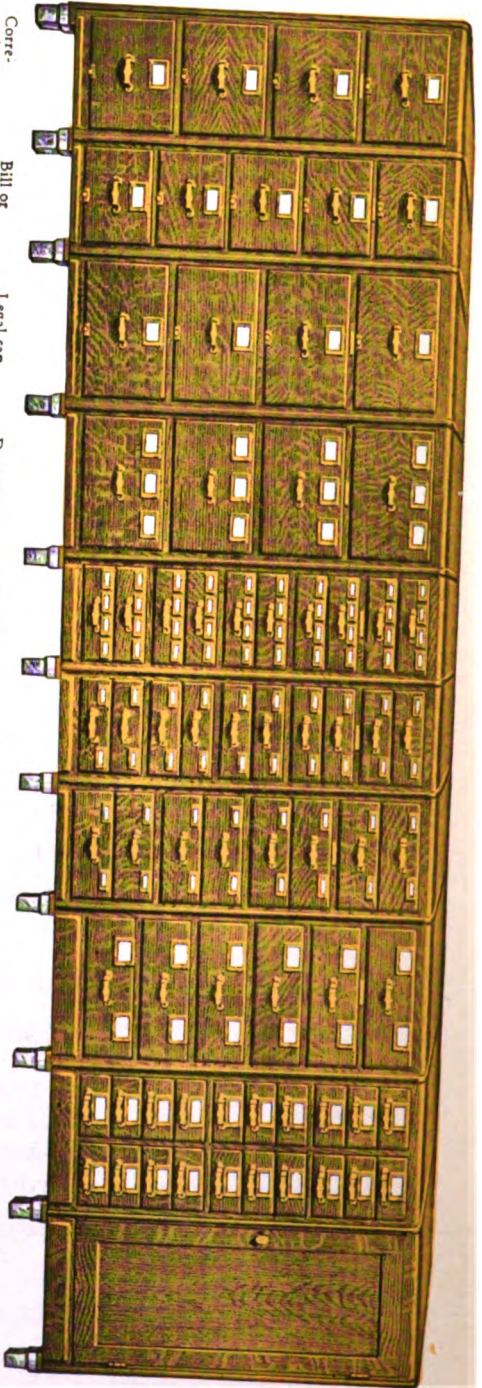
Cat. no. 719

MADE of selected quartered oak, mahogany or walnut, with dovetailed corners and four felt discs on the bottom. Large enough to conveniently take the various size papers ordinarily handled over a desk

Outside dimensions $2\frac{3}{4}$ in. high, 10 in. wide, 14 in. deep

Label holders for desk letter trays

Label holders may be furnished on desk letter trays, in two sizes: E19, to take label approximately $1\frac{1}{4}$ x $2\frac{1}{4}$ in.; and E9, same as used on card drawers to take label approximately $\frac{3}{4}$ in. x 2 in.



Correspondence
Cat. no. 8010

Bill or credit
Cat. no. 8110

Legal cap
Cat. no. 8210

Document
Cat. no. 8310

Half-size card
Cat. no. 81105

5 x 3 card
Cat. no. 8115

6 x 4 card
Cat. no. 8019

Order or 8 x 5 card
Cat. no. 8310

Tabulating card
Cat. no. 89120

Cupboard
Cat. no. 8610.1

The vertical filing cabinets illustrated above are regularly carried in stock. For complete description, see pages 13-18



Correspondence
Cat. no. 8030

Legal cap
Cat. no. 8230

Cupboard
Cat. no. 8630.1

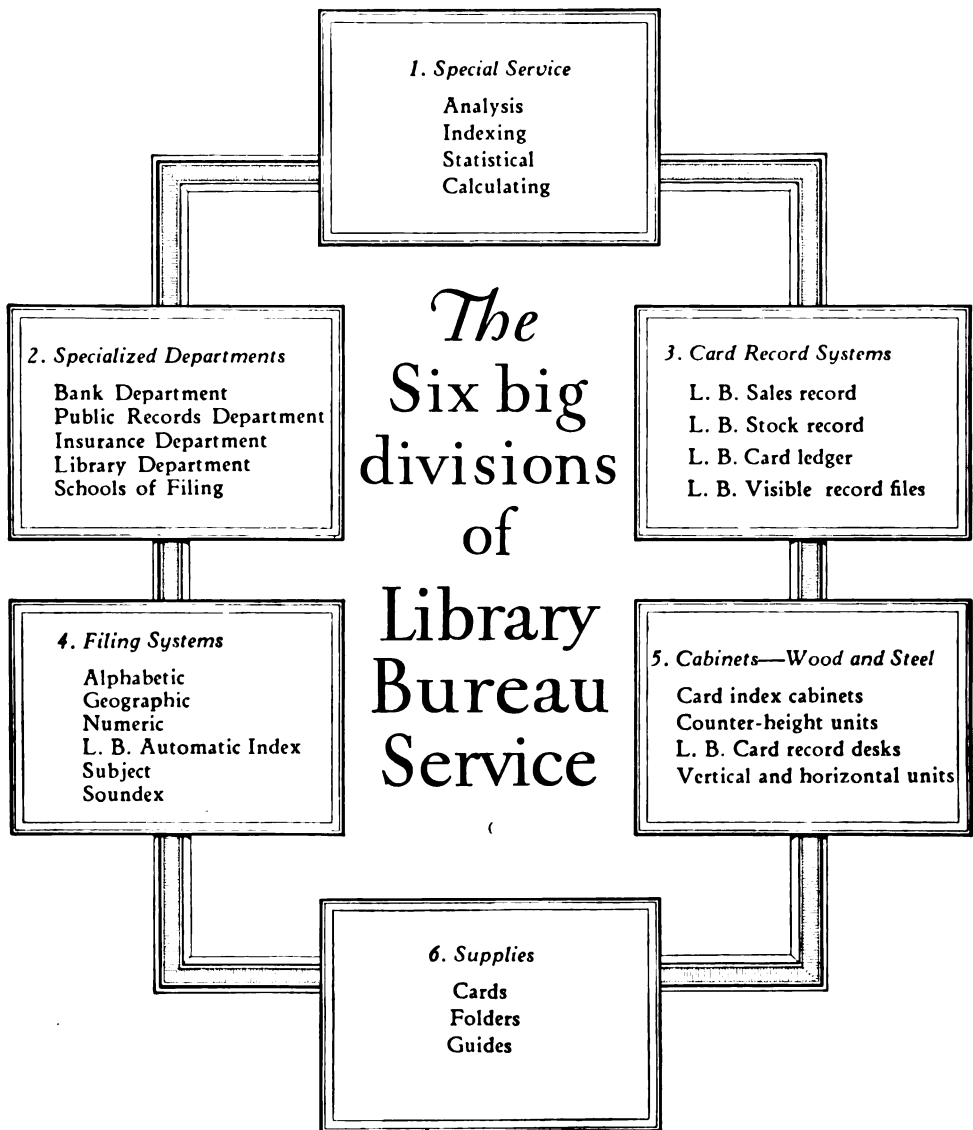
Cupboard
Cat. no. 8631

Map-book
Cat. no. 8638

The counter-height units shown at the left are regularly carried in stock. Other units may be furnished to order. For complete description, see pages 19-23

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Library Bureau

Card and filing
systems

Founded 1896

Filing cabinets
wood and steel

022.9

L612

Library Bureau

Unit filing cabinets in wood

022.9

L612

JAN 17 1928

